



## **Student EEO Internship (Unpaid) – Taxpayer Rights & EEO Division**

**Position Located in Downtown Sacramento, CA**

Under the general direction of the Equal Employment Opportunity (EEO) Manager, the student will perform a variety of analytical and administrative functions in support of the Board of Equalization (BOE) EEO program.

This position can range from 8 to 20 hours per week.

In a learning capacity, the Student Intern will:

**40%** Assist the EEO Manager and Staff in updating and maintaining the EEO and SHP policies, discrimination complaint process and EEO Programs (LEAP, Upward Mobility, Exit Questionnaire and Bilingual)

**40%** Assist in reviewing and updating BOE's online Sexual Harassment Prevention Training for employees and supervisors.

**10%** Performs other job related duties as required to ensure that EEO workload and program objectives are met.

**10%** Screen incoming telephone calls and visitors. Sort correspondence and distribute to staff. Input all counseling and complaint information in the Discrimination Complaint Tracking Database and sets up counseling and complaint files.

### **Knowledge of:**

- Equal Employment Opportunity (EEO) principles, practices and concepts
- Federal and State Non-discrimination Laws (including sexual harassment and disability laws) and related Government and Labor Codes, Regulations and Executive Orders

### **Ability to:**

- Maintain confidentiality of information and records
- Manage multiple and/or changing priorities in a heavy workload situation, follow through and ensure deadlines are met
- Communicate effectively and interact professionally with all levels of management, staff and the public
- Follow instructions
- Work in a high rise building
- Work effectively utilizing spreadsheets in Excel

### **Desirable Qualifications:**

- Extensive knowledge of Microsoft Excel and Power Point
- Customer Service skills
- Desire to expand knowledge of EEO related issues
- Highly motivated and able to work independently
- Demonstrated interest in accepting increased responsibility
- Ability to multitask

- **\*Candidate must be able to form the essential functions of the job functions with or without reasonable accommodations.**

**Requested start date – September 30, 2013**

**Send Resume for consideration to: [Carmen.garcia@boe.ca.gov](mailto:Carmen.garcia@boe.ca.gov)**